

**Department of Rehabilitation Services  
JOB OPPORTUNITY**

**INTERPRETER ASSISTANT (Deaf and Hearing Impaired)**

**Posting Date: January 31, 2013**

**Closing Date: February 19, 2013**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE**

The Bureau of Rehabilitation Services (BRS) division of the Department of Rehabilitation Services presently is recruiting to fill multiple full-time Interpreter Assistant (Deaf and Hearing Impaired) positions located at its Bridgeport Regional office and at its Hartford offices.

**OPEN TO:** Current State Employees and the Public

**BARGAINING UNIT:** Social and Human Services (P-2)

**SALARY RANGE:** \$44,595.00 - \$56,331.00 Annually (SH 17)

**LOCATIONS :** Bridgeport and Hartford

**JOB POSTING NO:** 84773

**CLOSING DATE:** February 19, 2013

**EXAMPLES OF DUTIES:**

Serves as interpreter to deaf and hearing impaired professional staff in telephone calls, at meetings and conferences and in conduct of routine agency business; performs routine office work during times when not needed as interpreter including filing, record keeping, typing, and answering telephone requests for information; directs clients to proper agency staff member and assists clients in placing telephone calls, interpreting if necessary; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of all forms of interpreting for the deaf and hearing impaired; knowledge of routine office procedures; familiarity with the National Registry of Interpreters for the Deaf (NRID) Code of Ethics; interpersonal skills; oral and written communication skills; ability to compose routine letters; ability to follow complex instructions given in sign language as well as verbally.

**EXPERIENCE AND TRAINING:**

Experience as an interpreter in a variety of situations involving the deaf and hearing-impaired including two (2) years employment in general office work.

**SPECIAL REQUIREMENT:**

**Incumbents in this class may be required to travel and must be registered with the Commission on the Deaf and Hearing Impaired and possess an appropriate certification for the specific setting issued by the National Registry of Interpreters for the Deaf (NRID) and/or National Association of the Deaf (NAD), in accordance with section 46a-33a of the Connecticut General Statutes.**

Interpreter Assistant

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should submit a completed State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form maybe downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). When faxing materials, please keep a copy of your completed application and the fax transmittal receipt for your records, and do not mail a copy of your application form if you have faxed the materials. Due to the large number of applications received, we cannot confirm receipt of applications. **Additionally, incomplete applications will not be accepted.** Please submit via mail or fax your completed application (CT-HR-12) to:

**Melvin A. Jackson, Principal Human Resources Specialist**  
**Department of Rehabilitation Services**  
**25 Sigourney Street, Hartford, CT 06106**  
**FAX: (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED BY FEBRUARY 19, 2013, CLOSE OF BUSINESS**

THE DEPARTMENT OF REHABILITATION SERVICES IS AN EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION EMPLOYER